

Report Date: 24 Sep 2015

**Summary Report for Individual Task
805C-42B-7102
Implement Personnel Readiness Management (PRM)
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / USASSI foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are the battalion S-1 and your unit is scheduled to deploy in 180 days. Less than 60% of your unit's personnel are reported as available to deploy. The battalion commander tasked you to improve the unit's personnel readiness management (PRM) in preparation for deployment in support of unified land operations. You have access to the references listed on the enclosed table and standard office supplies and equipment. This task should not be trained in MOPP 4.

Standard: Develop a strength management and personnel distribution plan that ensures the battalion deploys at or above the current HQDA Manning Guidance. Identify 100% of non-deployable Soldiers and request replacements.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: Improve the unit's PRM status in preparation for deployment in support of unified land operations.

<div>DANGER</div> <div>None</div>
--

<div>WARNING</div> <div>None</div>

<div>CAUTION</div> <div>None</div>

Remarks: All required references and technical manuals not available online will be provided by the local command.

Notes: None

Performance Steps

1. Develop unit-level PRM policies and standing operating procedures (SOPs).
2. Conduct PRM predeployment activities.
 - a. Submit G-1 Rear Detachment (RD) report, as required.
 - b. Track status of non-deployable Soldiers.
 - c. Track status of non-available Soldiers.
 - d. Track the physical profile process, immunizations, and medical/dental readiness using the Medical Protection System (MEDPROS).
 - e. Manage Unit Identification Codes (UICs), hierarchy and Derivative UICs, through various databases to ensure an accurate readiness common operational picture to the national HR provider.
 - f. Review Human Resources Authorization Report (HRAR) / Unit Manning Report (UMR) for authorizations and proper slotting of personnel.
3. Update the Deployed Theater Accountability System (DTAS) and human resources (HR) enabling systems with all required personnel data, strength, and duty status changes.
4. Establish a link with Division and/or the Human Resources Command (HRC) for replacement of key personnel.
5. Prepare the personnel portion of the Unit Status Report (USR) to ensure unit personnel readiness is accurately reflected, identifies critical shortages, and establishes manning expectations.
6. Determine replacement priorities based on current and forecasted readiness status and commander's intent.
7. Distribute Soldiers and Army civilians to subordinate commands based on documented manpower requirements, authorizations, and predictive analysis.
8. Report to the commander the personnel readiness status (current and projected) of subordinate units to include: key leaders, critical combat squads, crews and teams.
 - a. Predict personnel requirements, based on current strength levels, projected gains, estimated losses, and the projected number of Soldiers and Army civilians returning to duty from Medical Treatment Facilities (MTFs).
 - b. Cross-level Soldiers in deploying units to ensure all deploying elements are sufficiently manned.
9. Monitor losses (e.g., combat, non-combat, legal actions, medical, Military Occupational Specialty (MOS) Administrative Retention Board (MAR2), Medical Evaluation Boards (MEBs), etc).
 - a. Utilize Warrior Transition Units (WTUs) when appropriate.
 - b. Ensure officers and enlisted personnel comply with HRC assignment instructions.
10. Monitor status of non-available or non-deployable Soldier status, to include Rear Detachments.
11. Coordinate and synchronize with the S-4 on equipment for personnel.
12. Plan the personnel portion of reorganization or reconstitution operations.

13. Coordinate Soldier Readiness Processing (SRP) to validate individual readiness and ensure visibility through updates to appropriate systems and databases.

14. Manage Soldier utilization; distribute and properly slot Soldiers within the battalion.

15. Report critical personnel requirements for individual Soldiers and/or teams.

16. Ensure PRM is included in all Operation Plans (OPLANs) and Operation Orders (OPORDs).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Developed unit-level PRM policies and SOPs.			
2. Conducted PRM predeployment activities.			
3. Updated DTAS and HR enabling systems with all required personnel data, strength, and duty status changes.			
4. Established a link with Division and/or HRC for replacement of key personnel.			
5. Prepared the personnel portion of the USR to ensure unit personnel readiness was accurately reflected, identified critical shortages, and established manning expectations.			
6. Determined replacement priorities based on current and forecasted readiness status and commander's intent.			
7. Distributed Soldiers and Army civilians to subordinate commands based on documented manpower requirements, authorizations, and predictive analysis.			
8. Reported to the commander the personnel readiness status (current and projected) of subordinate units to include: key leaders, critical combat squads, crews and teams.			
9. Monitored losses (e.g., combat, non-combat, legal actions, medical, MAR2, MEBs, etc).			
10. Monitored status of non-available or non-deployable Soldier status, to include Rear Detachments.			
11. Coordinated and synchronized with the S-4 on equipment for personnel.			
12. Planned the personnel portion of reorganization or reconstitution operations.			
13. Coordinated SRP to validate individual readiness and ensure visibility through updates to appropriate systems and databases.			
14. Managed Soldier utilization; distributed and properly slotted Soldiers within the battalion.			
15. Reported critical personnel requirements for individual Soldiers and/or teams.			
16. Ensured PRM was included in all OPLANs and OPORDs.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 220-1	Army Unit Status Reporting and Force Registration - Consolidated Policies	Yes	Yes
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	Yes
	AR 614-100	OFFICER ASSIGNMENT POLICIES, DETAILS AND TRANSFERS	Yes	No
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	Yes	No
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	DA PAM 611-21 SMARTBOOK	MOS Smartbook	Yes	No
	DA PPG	Department of the Army Personnel Policy Guidance for Overseas Contingency Operations (with current update)	Yes	Yes
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes
	PAM 220-1	Defense Readiness Reporting System-Army Procedures	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42B-7103	Validate Personnel Accountability Procedures	805C - Adjutant General (Individual)	Approved
805C-42B-7104	Manage Personnel Strength Data	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
12-9-1226	Monitor Human Resources Support	12 - Adjutant General (Collective)	Proposed

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42B - Human Resources Officer - CPT	Officer	AOC: 42B, Rank: CPT, Duty Pos: AAG